

~~Security Information~~  
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OFFICE OF TRAINING

NOTICE

15 November 1952

NO. 25-52 TR(S)

SUBJECT: TR(S) Promotion Panel

RESCISSION: NOTICE 6-52 TR(S), subject "TR(S) Personnel Board", dated 28 April 1952.

1. Effective 15 November 1952 the Director of Training approved the establishment of a Promotion Panel in the Office of Training (Special). The Panel will be composed of five members. The Assistant Deputy Director of Training (Special) is designated as Chairman of the Panel. The four additional members will be selected by DD/TR(S) from staff, division and branch chiefs within TR(S), on a rotating basis.

2. The function of the Panel is to serve in an advisory capacity to the Deputy Director of Training (Special) and the Career Service Board, OTR, with respect to all TR(S) promotion recommendations through grade GS-12.

3. The TR(S) Promotion Panel will be convened at 1100 hours on the third Wednesday of each month in order that the action of the Panel may be given consideration by the OTR Career Service Board which meets on the first working day of each month. Special meetings of the Panel will be convened at the request of the Chairman.

4. Recommendations for the promotion of TR(S) personnel should be submitted through organizational channels to the Chairman of the TR(S) Promotion Panel, on or before the Friday preceding the third Wednesday of the month in order to provide the members of the Panel an opportunity to review the recommendations in advance of the regularly scheduled meeting.

5. Recommendations for promotion of TR(S) personnel to grade GS-13 and above will be submitted to the Deputy Director of Training (Special) and not to the Chairman of the TR(S) Promotion Panel.

6. The accompanying format will be followed by all supervisors in submitting recommendations for promotion of TR(S) personnel.

  
Deputy Director of Training (Special)

Attachment

Distribution: All Staff, Division and Branch Chiefs, TR(S)